

From Bob Buddemeier 1/31/2022

## **Draft proposal: RPG Manual of Operations, Organization, and Information**

### **Vision:**

- A composite that will be a useful resource while serving as a tool and template for further RPG development.
- An on-line, print-on-demand set of living documents that can be used to assemble topical documents (e.g. coordinator procedures, governance procedures, etc.) from updated components

### **Actions:**

- Initial development and information assembly will be done on the platform of the RPG and Prepare pages of *The Complement*
- I will commission the development of additional dedicated pages, or if necessary a dedicated site, to house the final product.
- I will solicit assistance in the form of contributions, review, and operational support in each of the outline areas.

### **Tentative Outline/Description**

#### 1. Organization and Management

Integrated overview and roadmap to the Manual  
RPG structure  
Relationship to RVM organization and activities  
Functional activities

*[Note: my inclination is to NOT assign specific job descriptions, but to list "offices" and needs separately in order to mix and match with available people rather than getting stuck with recruiting for an unfillable position]*

#### 2. Communication

RVM Media emergency warning/information systems (include bldg alarm systems)  
RVM Media as education/information channels (incl. how to use)  
RPG radio network (description and operation)  
Other  
Complement (description coord. w/myRVM in RVM Media, & Info Section links)  
Personal communication (linked to Coordinator network)  
Paper distribution, displays, etc.

#### 3. Information

Hazards, Scenarios, resident responses (incl. evacuate vs shelter document)  
Preparations  
Desired readiness & why (link to scenarios)  
Resident supplies and organization basics (on hand: water, sanitation, light, etc.)  
Supporting information -- lots of potential for linked info, etc.

4. Coordinator networks *[Note: I think important & big enough to present separately from Org & Mgmt]*

Network descriptions, maps, tables (incl. occupants of positions)

For both cottages and towers jointly or separately as needed:

Coordinator duties, preparation and response.

*[ Note: some of the preparation functions might be handled as associated activities rather than position-specific jobs*

Supporting information -- there will be a lot of linkage and connection to the other sections, which address the how and what behind the job descriptions

Comments

Links will need to be in the form of named references in order to work in printed version. Limited repetition may be necessary for some topics